



Department of Health

IFB C043117

Repair and Preventative Maintenance Services for Refrigeration Equipment Wadsworth Center Facilities Management

Amendment # 2

Issued on September 2, 2026

The following are official modifications, which are hereby incorporated into IFB C043117: Repair and Preventative Maintenance Services for Refrigeration Equipment Wadsworth Center Facilities Management. Deleted language appears in strikethrough (“xxx”) and added language appears in **red** text. The information contained in this amendment prevails over the original RFP language. Bidders should review all documents in their entirety to ensure all amended language is incorporated into proposals.

4.1 Product and Service Requirements

The Wadsworth Center's refrigeration equipment maintenance and service needs exist at five Capital District sites. The Contractor will be providing preventive maintenance and repair services for all refrigeration equipment, and lab equipment that has refrigeration components, and environmental rooms located at the following Wadsworth Center locations:

- Biggs Laboratory (Biggs), Empire State Plaza, Albany, NY
- David Axelrod Institute (DAI), 120 New Scotland Avenue, Albany, NY
- Griffin Laboratory (Griffin), 5668 State Farm Road, Slingerlands, NY
- Center for Medical Science (CMS), 150 New Scotland Avenue, Albany, NY
- 1450 Western Avenue (Picotte Building, 2nd floor), Albany, NY (Affiliated space)

The three state-owned laboratory sites (Biggs, DAI and Griffin) comprise the largest percentage of equipment that will require occasional or routine service. The Center for Medical Science (CMS) is leased laboratory space and houses Wadsworth Center lab programs. Some refrigeration equipment at CMS will be eligible for services provided by this contract. The 1450 Western Avenue location is also leased space and is 100% clerical in nature, however a few domestic refrigerators are used there. The 1450 Western Avenue location is included in the scope of this contract as a possible point of service. However, service visits at this location would be extremely rare, and it should be noted that this location is listed only for the purpose of all potential, non-typical requests for service for this site.

The Contractor shall determine the condition of all refrigeration equipment, freezers and walk-in environmental rooms and shall separately inventory all equipment within thirty (30) days of contract award. The Contractor shall provide additional technicians during this initial task as needed to complete the above tasks within the specified time frame. The Contractor shall then recommend repairs to be made, shall develop a preventive maintenance schedule and shall recommend a suitable list of parts to be kept available to service the equipment. All equipment inventories, maintenance schedules and parts inventories are subject to the approval of the Director of Facilities Management.

The Contractor shall provide monthly documentation, showing the equipment name, property tag number, date of service, type of service, routine or scheduled, and technician to the Wadsworth Center's Director of Facilities Management or his/her designee. The format of this documentation will be specified by the Director of Facilities Management.

The Contractor's preventative maintenance (PM) duties will include but not be limited to the following:

- o Daily walk through to check on environmental rooms at Biggs, DAI, and Griffin Laboratories, to make sure alarms are in proper operation and rooms are at proper temperatures.
- o Quarterly preventive maintenance on all facility environmental rooms
- o Yearly oil test on all compressors for environmental rooms
- o Yearly clean water tube condensers for environmental rooms
- o Monthly PM on all Liebert air conditioning units at Biggs, DAI and Griffin Laboratories
- o Monthly PM on all air conditioning (A/C) units at Biggs, DAI and Griffin Laboratories
- o Quarterly PM on all Ultra Low freezers
- o Quarterly PM on all Chillers
- o Quarterly PM on Singer A/C units, located above ceiling panels, Biggs Laboratory only
- o Quarterly PM on all ice machines
- o Upon request, install point monitoring sensors in refrigerators /freezers / environmental rooms

PREVENTIVE MAINTENANCE WORK SCHEDULE

MONTHLY

LIEBERT UNITS

check blower belts
clean humidifier pan
change air filters
check refrigerant pressures
check condensate pumps
oil motors
check alarm systems

SINGER A/C UNITS (Biggs only)

change air filters
check condensate pumps
check refrigerant pressures
oil fan motors

CARRIER A/C UNITS

change air filters

check blower belt
oil motors and bearings
check refrigerant charge
check condensate pumps

QUARTERLY

ENVIRONMENTAL ROOMS

check oil level in compressors
check refrigerant charge
oil fan motors
tighten electrical connections
calibrate electronic controls
calibrate pneumatic controls
clean humidifier float assembly
clean squirrel cages
check alarm operation
check indication light tubes
record operation pressures

ULTRA LOW FREEZERS

clean condenser
check refrigerant pressure and record
calibrate temperature controls
check alarm system

CHILLERS

oil pumps
check electrical connections
check charge, pressures and record

ICE MACHINES

clean evaporator plates with solution
check charge, pressures and record
clean condensers
check electrical connections
check auger operation
check/replace supply water filter

YEARLY

ENVIRONMENTAL ROOMS

clean water-cooled condensers
take compressor oil sample

WADSWORTH CENTER LABORATORY EQUIPMENT LIST

Description	Quantity
Hot-pack environmental rooms (Biggs)	90
Environmental rooms (DAI)	62
Ultra-low temp units (-80 C biological freezers)	90

Revco reach in freezer	6
Reach-in coolers	49
Refrigerators/freezers	171
Upright freezers -20 Celsius	122
Liquid nitrogen freezers	4
Refrigerated water baths	20
Microscope chillers	9
NesLab chillers	13
Cyro-Cut tissue slicer	9
Table-top centrifuge	7
Hoshizaki Ice Machines	5
Other manufacturer ice machines	10
Condensate freeze traps	8
Liebert environmental unit	11
Singer package A/C unit	6
Explosion proof refrigerators	25
Water fountains (Drinking)	50
Portable A/C units	7
Deep vacuum freeze dryers	5
Air dryer (for microscopes)	2
Polyscience immersion chiller	1

Note: This list fluctuates slightly from year to year depending upon lab program needs. This list is intended only to serve as an approximate representation of the variety and quantity of equipment in service across all Wadsworth Center sites.

The Contractor shall provide three (3) full time, dedicated service technicians who will remain on site(s) for the duration of the workday. Service technicians will be required to sign in and out each day with the Facilities Management office at Biggs or Maintenance and Operation offices at DAI and/or Griffin Lab. In the event that any of the technicians are either sick or unable to work for any reason (including scheduled vacations), the Contractor shall provide replacement personnel who shall have the same qualifications as listed in Section 3 (Minimum Qualifications to Bid). The Contractor shall be compensated only for the staff who are actually present on the job site at any given time for hours worked.

Hours of services will be 8:00am to 4:30pm, Monday thru Friday, excluding New York State holidays. Emergency orders will be an exception, but in general the contractor shall not enter any Wadsworth Center facility outside of these hours. The 2026 Calendar of Legal Holidays for New York State can be found here: [2026 Legal Holidays](#).

The New York State Department of Health, Wadsworth Center, reserves the right to request removal from performance of contract duties, an employee of the Contractor, for any reason including failure to perform work in a satisfactory fashion. The designated representative for the Department of Health is the Director of Facilities Management.

In the event that contract technicians are required to attend training pertinent to their work at the Wadsworth Center, the time period of this absence will be forwarded to the Director of Facilities Management no less than 10 days in advance of the absence. The Contractor's response to emergency calls from the Department of Health shall be provided within one hour from when the time the request for service call is made. The Contractor shall provide a staffed 24 hour a day answering

service to receive emergency calls and direct repair personnel. All emergency responses shall be made by one of the (3) full time, dedicated service technicians who are assigned to the contract. Once an emergency call has begun, the Contractor shall provide continuous effort until the problem is resolved.

It is anticipated that all staff hired for this contract will be employed for the entire duration of the assignment per the contract. However, if staff voluntarily or involuntarily leave their assignment, the contractor will immediately replace staff. The New York State Department of Health, Wadsworth Center, reserves the right to immediately remove from performance of contract activities, an employee of the Contractor, for any reason including failure to perform work in a satisfactory fashion. This determination will be made by the Wadsworth Center Director of Facilities Management.

In the event the Contractor is required to work outside of normal business hours, the Contractor shall adhere to the prevailing wage holiday/overtime schedule set forth by the Department of Labor for the applicable work category. The Contractor may apply the percentage mark-up (i.e. 1 ½, 2x, etc.) to the hourly rate from their Bid Form for billing purposes but may not exceed that amount. This markup **should not** be included in the proposed hourly rate.

It is anticipated that the following overtime hours will be realized in the performance of this contract: Biggs: 150 hours, DAI: 75 hours and Griffin: 50 hours – totaling 275 hours annually. This is strictly informational in nature and provided to the bidder for staff planning purposes. There is no guarantee that these hours will actually be required and/or performed by the contractor.

The Contractor shall be authorized to procure materials, parts, replacement components and refrigerants pertinent to the required maintenance and repair efforts up to an annual allowance of \$50,000.00. This allowance will be added to the awarded bidder's contract value, and these costs will be reimbursed to the Contractor through this contract.

Protocol for this process will be as follows:

- The Contractor will identify the need for such parts or components;
- The Contractor will notify the Facilities Management office in writing of the need to purchase these materials which will be reviewed for cost reasonableness prior to approval;
- Upon approval by the Director of Facilities Management or his/her designee, the Contractor will proceed with procurement of the materials;
- Once the materials have been received by the Contractor and installed on site, the Contractor shall invoice these costs to the Director of Facilities Management.

The Contractor shall be completely responsible for all work including damage or loss of property caused by negligence and/or failure to take appropriate action. This shall include reimbursement to the State for repair of any equipment damaged or lost material as a result of the Contractor's error, omission or negligence.

The Contractor shall respond to and work from standard work order forms issued by the Wadsworth Center.

The Director of Facilities Management reserves the right to stop work at any time if it is determined that the Contractor is incapable of performing to the satisfaction of the State of New York.

The Wadsworth Center's expectations of this contract are that refrigeration systems utilized by the Center will be maintained in proper working order, and that repairs to those systems will be made promptly and in accordance with current industry standards in terms of workmanship, on a day-to-day basis.

The Wadsworth Center expects that all work completed by the Contractor will be done with observance of currently acceptable safety standards as set forth by the Occupational Safety and Health Administration (OSHA).

The Contractor will be required to provide transportation for contractor staff and for tools/equipment/materials as required for the purpose of providing service to all Wadsworth Center locations and affiliated locations.

The Contractor's personnel shall wear uniforms provided by the Contractor and approved by the Director of Facilities Management. Such uniforms shall bear the name of the Contractor's firm and the name of the technician.

~~Contractors shall note that parking permits are not available for service vendors at the Empire State Plaza.~~ Contractors shall note that a parking permit for a service vehicle at the Empire State Plaza may be obtained for a fee through the NYS Office of General Services (OGS). The availability of parking permits and associated fees are subject to change. Parking at all other Wadsworth Center locations is available at no cost to the contractor. The State will not be responsible for any parking costs.